

Study guide for Exam AB-900: Microsoft 365 Copilot and Agent Administration Fundamentals

Purpose of this document

This study guide should help you understand what to expect on the exam and includes a summary of the topics the exam might cover and links to additional resources. The information and materials in this document should help you focus your studies as you prepare for the exam.

Useful links Description

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Exam scoring and score reports A score of 700 or greater is required to pass.

Exam sandbox You can explore the exam environment by visiting our exam sandbox.

Request accommodations If you use assistive devices, require extra time, or need modification to any part of the exam experience, you can request an accommodation.

Updates to the exam

Some exams are localized into other languages, and those are updated approximately eight weeks after the English version is updated. If the exam isn't available in your preferred language, you can request an additional 30 minutes to complete the exam.

Note

The bullets that follow each of the skills measured are intended to illustrate how we are assessing that skill. Related topics may be covered in the exam.

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Note

Most questions cover features that are general availability (GA). The exam may contain questions on Preview features if those features are commonly used.

Skills measured as of July 22, 2026

Audience profile

As a candidate for this Microsoft Certification, you should be familiar with Microsoft 365, including core services, security, identity and access, data protection, and governance, along with Microsoft 365 Copilot and agents.

Additionally, you should be familiar with the admin centers used to access Microsoft 365 workloads, such as Exchange Online, SharePoint in Microsoft 365, Microsoft Teams, Microsoft Entra, and Microsoft Purview. You need to have experience with AI-driven productivity tools and modern IT management practices.

You must be able to identify the roles of the core features and objects available in Microsoft 365, such as users, groups, teams, sites, and libraries. Plus, you should understand the core security features of Microsoft 365, such as authentication methods, conditional access policies, and single sign-on (SSO).

Skills at a glance

Identify the core features and objects of Microsoft 365 services (30–35%)

Understand data protection and governance tasks for Microsoft 365 and Copilot (35–40%)

Perform basic administrative tasks for Copilot and agents (25–30%)

Identify the core features and objects of Microsoft 365 services (30–35%)

Identify the core objects of Microsoft 365 services

Explain how license types assigned to users and groups affect access to Microsoft 365 features

Explore the organization configurations by using the Microsoft 365 admin center (domain names and org settings)

Identify the appropriate objects to configure by using the Exchange admin center (mailboxes and distribution groups)

Identify the appropriate objects to configure by using the SharePoint admin center (sites, libraries, and folders)

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Identify the appropriate roles and permissions for sites in SharePoint in Microsoft 365

Identify the appropriate objects to configure by using the Teams admin center (teams, channels, and policies)

Understand the Microsoft 365 security principles

Explain the core Zero Trust principles

Understand authorization

Understand authentication methods

Understand threat protection and intelligence

Understand features and capabilities of Microsoft Defender XDR

Identify the core security features of Microsoft 365 services

Understand features and capabilities of Microsoft Entra ID

Understand conditional access policies

Understand the purpose and benefits of SSO

Identify the appropriate security object to use in an organization (users and groups)

Identify the appropriate tools to troubleshoot common sign-in issues (multifactor authentication [MFA], conditional access, and risky sign-ins)

Interpret Identity Secure Score in Microsoft Entra ID

Use the appropriate tools to review audit logs for user and admin activity

Identify the role of Privileged Identity Management (PIM) in an organization

Understand App registrations and Enterprise apps

Understand data protection and governance tasks for Microsoft 365 and Copilot (35–40%)

Understand Microsoft Purview

Understand features and capabilities of Microsoft Purview Information Protection, Microsoft Purview Data Loss Prevention (DLP), Microsoft Purview Insider Risk Management, Microsoft Purview Communication Compliance, Microsoft Purview Data Security Posture Management (DSPM) for AI, and Microsoft Purview Data Lifecycle Management

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Identify the use cases for sensitivity labels in Microsoft Purview

Understand data classification in Microsoft Purview

Understand retention

Understand data security implications of Copilot

Understand how Copilot accesses data

Understand how Microsoft Graph influences Copilot responses

Understand how Copilot uses permissions and other controls in Microsoft 365, Microsoft Purview, and Microsoft Defender to protect against risks

Understand responsible AI principles

Identify data protection and governance risks for Microsoft 365 and Copilot

Identify compliance risks and recommendations by using Microsoft Purview Compliance Manager

Identify sensitive information by using Microsoft Purview Data Explorer

Identify risks by using Insider Risk Management

Identify and respond to alerts generated by Microsoft Purview DLP

Identify policy violations generated by Communication Compliance

Identify user activities reported by Microsoft Purview activity explorer

Discover and manage AI activity by using DSPM for AI

Search for files and emails by using Content search in Microsoft Purview eDiscovery

Identify and monitor oversharing in SharePoint in Microsoft 365

Identify the tools to troubleshoot oversharing in an organization

Run a data access governance report in SharePoint

features and capabilities of SharePoint Advanced Management, including restricted access control

Perform basic administrative tasks for Copilot and agents (25–30%)

Understand features and capabilities of Copilot and agents

Compare the built-in capabilities of Copilot and agents

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Compare Copilot monthly license model to pay-as-you-go, including SharePoint

Identify which Copilot features can be enabled or disabled

Identify use cases for Researcher

Identify use cases for Analyst

Identify use cases for custom agents

Perform basic administrative tasks for Copilot

Assign Copilot licenses

Monitor and manage Copilot pay-as-you-go billing policies

Monitor Copilot usage and adoption, including Copilot Analytics and the Microsoft 365 admin center

Manage prompts, including saving, sharing, scheduling, and deleting

Perform basic administrative tasks for agents

Identify how to configure user access to agents

Create an agent

Understand approval process for agents

Monitor agents, including usage, operational insights, and agent lifecycle, by working with the Microsoft 365 admin center and the Microsoft Power Platform admin center

Study resources

We recommend that you train and get hands-on experience before you take the exam. We offer self-study options and classroom training as well as links to documentation, community sites, and videos.

Study resources

Links to learning and documentation

Get trained Choose from self-paced learning paths and modules or take an instructor-led course

Find documentation Microsoft 365 documentation

Microsoft 365 Copilot documentation

Microsoft 365 admin center help

Microsoft Purview documentation

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[Change log](#)

The table below summarizes the changes between the current and previous version of the skills measured. The functional groups are in bold typeface followed by the objectives within each group. The table is a comparison between the previous and current version of the exam skills measured and the third column describes the extent of the changes.

Skill area prior to July 22, 2026	Skill area as of July 22, 2026	Change
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Audience profile	No change	
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Identify the core features and objects of Microsoft 365 services	Identify the core features and objects of Microsoft 365 services	No change
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Identify the core objects of Microsoft 365 services	Identify the core objects of Microsoft 365 services	Minor
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Identify the core security features of Microsoft 365 services	Identify the core security features of Microsoft 365 services	Minor
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Understand data protection and governance tasks for Microsoft 365 and Copilot	Understand data protection and governance tasks for Microsoft 365 and Copilot	No change
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Identify and monitor oversharing in SharePoint in Microsoft 365	Identify and monitor oversharing in SharePoint in Microsoft 365	
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